

# FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Purchasing

**Vendor Response Codes:**

S = Standard Function ("Out-of-the-Box")

M = Modification Required

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	<b>Purchasing General Requirements</b>					
PU 1.00	System shall process the following types of purchases in accordance with State policy:					
PU 1.01	Commodities and services under State contract/agreement (e.g., Statewide Term Contracts, Agency Term Contracts, One-time Purchases, Informal Bids, etc.)					
PU 1.02	Competitive sealed bids					
PU 1.03	Non-competitive bids					
PU 1.04	Reverse auctions					
PU 1.05	Proprietary or sole source procurements					
PU 1.06	Emergency procurements					
PU 1.07	Multiple listings					
PU 1.08	Memberships					
PU 1.09	Subscriptions and Dues (optional)					
PU 1.10	Agency Term contracts					
PU 1.11	Issuing goods from State inventory					
PU 1.12	Professional and consulting services contracts					
PU 1.13	Procurement cards (P-cards) -- (State's Payment Card)					
PU 1.14	Delegated Authority for Bid					
PU 1.15	Special purchases (Handicapped, Corrections, etc.)					
PU 1.16	Requests for Proposals (RFP)					
PU 1.17	Invitation to Bid (ITB)					
PU 1.18	Interagency					
PU 1.19	Multi-step (i.e., evaluate technical offers and select those qualified to bid)					
PU 1.20	Grants					
PU 1.21	MOA - Memorandum of Agreement					
PU 1.22	Delegated (Local purchases)					
PU 1.23	Perishable foods					
PU 1.24	Petroleum products					

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PU 1.25	Research projects					
PU 1.26	Leases (equipment, not space)					
PU 1.27	Publications					
PU 2.00	System should allow for user-defined codes in simple language, which should be assigned to any transaction type and carried forward thereafter. Codes should be used to distinguish different types of purchases (i.e., emergency, sole source, etc.).					
PU 3.00	System shall be able to create and maintain information relating to:					
PU 3.01	Requisitions					
PU 3.02	Solicitations					
PU 3.03	Solicitation preparation					
PU 3.04	Vendor bid list creation and maintenance (including subset of qualified small and minority-owned subcontractors)					
PU 3.05	Electronic posting and distribution (electronically by system)					
PU 3.06	Electronic bid receipt					
PU 3.07	Response tabulation (fed by election receipt)					
PU 3.08	Award notification					
PU 3.09	PO / Contract					
PU 3.10	Requisition to solicitation to PO					
PU 3.11	Requisition to contract or PO					
PU 3.12	Solicitation to contract or PO (no requisition --optional; subject to proper authorizations)					
PU 3.13	PO to Contract (release against contract)					
PU 3.14	PO or Contract (without requisition or solicitation)					
PU 3.15	Goods receipt, shipment notification, returns, quarantines, and shipment cancellations					
PU 3.16	Invoice receipt					
PU 3.17	Matching (2-way: PO and Invoice; 3-way: PO, Invoice and Goods Receipt; or evaluated receipt settlement)					

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PU 4.00	System should provide self-service vendor registration and data maintenance functionality in compliance with oversight agencies that is fully integrated with the system.					
PU 5.00	System should maintain a calendar that includes weekends and holidays (State and national), which should be used for scheduling purposes. Warnings should appear if documents specify dates which are on weekends or holidays. For example, system should provide a warning if a purchaser attempts to set the close date of a solicitation for a weekend or holiday.					
PU 6.00	System should provide the ability to skip to the next bid opening date, from the initially scheduled date, based on a calculation that takes into account (1) number of line items to be opened, and (2) number of vendors expected to respond.					
PU 7.00	System shall provide different procurement functionality depending on the type of transaction. (e.g., each type of purchase order requires a different type of procurement process and various levels of approvals, dependant upon user-defined parameters such as dollar value and commodity type).					
PU 8.00	System shall maintain detailed history of, and provide the ability to display/print online, all purchasing activity including, but not limited to requisitions, solicitations and responses, purchase orders, PO change notices, notes screens, contracts and, receiver information, by vendor, commodity, and agency (by date, user, and time).					
PU 9.00	System should provide the ability to block the posting of a specified type of procurement document (i.e., requisitions, Pos, solicitations, etc.) after a user-defined date, for a given fiscal year.					
PU 10.00	System should provide an online calculation tool that should be used to insert a calculated value into a numeric value field.					
PU 11.00	System should have a commodity-specifications database that provides the following features:					
PU 11.01	Is viewable by all authorized users					
PU 11.02	Allows authorized users to add, change, or delete specifications					

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PU 11.03	Retains the exact bid specifications and any addendums (changes) to specifications that are distributed to vendors					
PU 11.04	Prevents any further changes to bid specifications after a user-defined point in time. Thereafter, changes can only be made by certain authorized users.					
PU 11.05	Provides the ability to develop and store product-comparison charts (specifications) that present different specifications side by side					
PU 11.06	Provides the ability for vendors to enter the specifications of their products via the Internet					
PU 12.00	System provide the ability to set and alter delegated purchasing authority limits in the system by agency.					
PU 13.00	System provides the ability for users to enter notes on each type of purchasing transaction (e.g., requisition, solicitation, PO, etc.), and the notes functionality includes the following:					
PU 13.01	Security can be set so that only the creator of the note can change the note					
PU 13.02	Notes become "frozen" (i.e., cannot be edited) after a user-defined period of time (e.g., three days)					
PU 13.03	Each note is date and time stamped and the creator/editor is indicated					
PU 13.04	Notes can be kept in chronological order					
PU 13.05	Notes can be printed on-demand on any printer to which the user has access (local or networked)					
PU 13.06	Printing can be for all of a transaction's notes or a selected note(s)					
PU 14.00	System should support the use of a digital wallet that stores and retains credit card/p-card payment and multiple billing/shipping information (e.g., addresses, etc.) including account numbers that is recalled at the user's request/option (use of the functional is optional).					
PU 15.00	System should be commodity-code-driven (based on the State's commodity code structure), coded to the 3rd, 5th, and 11th digit.					

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PU 16.00	System shall provide for full integration between all application components, including online transactions and Internet-based functionality. Specifically, the updating/changing of any common data element occurs only once, and is carried forward and reflected throughout all components (e.g. Data entered on requisition is carried forward to the solicitation, PO, etc). System should maintain and display/print version and revision history.					
PU 17.00	All applications/modules reside on a shared database. If more than one database is maintained, the databases should be kept in sync on a near-real-time basis (provide details regarding how this synchronization will occur).					
PU 18.00	System must provide ability to treat each State agency as a separate entity (e.g., restrict agencies from posting to other agencies and viewing data, etc. without authorization) but also provide Statewide, consolidated querying/reporting from a data repository.					
PU 19.00	System should provide ability to accommodate decentralized purchasing functions within an agency and track procurements accordingly.					
PU 20.00	System must provide ability to track progress of multiple user-defined procurement transactions at different stages within a procurement transaction (i.e., track progress from Requisition to Solicitation to P.O. to Receipt to Invoice to Payment).					
PU 21.00	System provides the option to automatically assign a sequential number, with or without a user-defined prefix and/or suffix, to each type of procurement transaction.					
PU 22.00	Purchasing transaction numbering system should be user defined (alpha-numeric).					
PU 23.00	System should default vendor information from the vendor master file when choosing a vendor on purchasing documents. System should permit certain fields to be overwritten based on system admin-defined settings.					

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PU 24.00	System should allow for unlimited standard and free form comments/messages at the header, line-item, and footer level for all purchasing documents. Ability to designate comments as private (unable to be seen by the vendor) is required. Formatting options should be included (spell check, bullets, numbering, etc)					
PU 25.00	System should provide ability to attach and retrieve multiple files to all purchasing documents and carry forward files to subsequent purchasing documents:					
PU 25.01	Scanned images					
PU 25.02	PDF files					
PU 25.03	Word processing documents					
PU 25.04	Spreadsheets					
PU 25.05	CAD					
PU 25.06	Sound Files					
PU 25.07	Video Files					
PU 25.08	Purchasing documents include, but are not limited to:					
PU 25.09	Requisitions					
PU 25.10	Solicitations and addendums					
PU 25.11	Solicitation responses					
PU 25.12	Purchase Orders/PO change notices					
PU 25.13	Contracts/Work Orders					
PU 25.14	Receiving Documents					
PU 25.15	Invoices					
PU 25.16	Credit Memo					
PU 25.17	Voucher Requests					
PU 26.00	System should provide ability to copy one or multiple lines of field values to the next/subsequent line(s) and change one or more field value elements when using input screens for all purchasing documents.					
PU 27.00	System provides the ability to create a new purchasing document (i.e., requisition, PO, etc.) from a previously created purchasing document.					

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PU 28.00	System should provide ability to establish repetitive transactions and transaction templates (requisitions, solicitations, purchase orders, etc.)					
PU 29.00	System should provide the ability to save and flag (on hold) incomplete and/or complete purchasing documents (requisitions, solicitation, bid responses, PO, receipt, etc).					
PU 30.00	System should provide the ability to specify a formula to be used in calculating the cost of a re-award resulting from a debarment. Examples of the types of variable to be included in the formula follow:					
PU 30.01	Buyers' labor distribution					
PU 30.02	Transaction cost standards					
PU 30.03	Difference in price vs. next lowest bid					
PU 31.00	System should provide a way to flag each procurement document that will keep the flagged document from being posted inadvertently posted in the Internet at any stage (e.g., solicitation, award, tabulation, contract).					
PU 32.00	System should provide the ability to monitor and display/report measures/indicators of Buyer performance according to user-defined measures/indicators. For example, provide the ability to view Buyer workload, view details of procurement on which the Buyer is running behind schedule (taking longer than the estimated required processing time), etc.					
PU 33.00	System provides the ability to publish, on the Internet, Buyer contact information (e.g., email address, telephone number, etc.) by agency, from the system's personnel files in order to keep the contact information in synch system-wide and to avoid having to maintain the information in multiple places.					
	<b>Workflow</b> <b>(also see Workflow section in General Requirements)</b>					
PU 34.00	Workflow tools should be available for the following types of transactions (but not limited to):					
PU 34.01	Requisitions					
PU 34.02	Solicitations and addendums					

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PU 34.03	Purchase Orders/PO change notices					
PU 34.04	Contracts/Work Orders					
PU 34.05	Receiving Documents					
PU 34.06	Invoices					
PU 34.07	Credit Memo					
PU 34.08	Voucher Requests					
PU 35.00	Workflow rules should be based on the following:					
PU 35.01	Dollar thresholds					
PU 35.02	Transaction types					
PU 35.03	Commodity Code					
PU 35.04	Cost Center					
PU 35.05	Comptroller Object					
PU 36.00	System should provide the ability to generate approval paths for the following special approval types:					
PU 36.01	Obtain additional approvals when dollar limitations have been exceeded					
PU 36.02	Obtain approval on Trade-in items from Surplus Property					
PU 36.03	High Tech purchases					
PU 36.04	Single source purchases					
PU 36.05	Acceptance of One-bids					
PU 36.06	Other than low-bid awards					
PU 36.07	Proprietary purchases					
PU 36.08	DPA's (delegated purchasing authority) from bid					
PU 36.09	Multi-year contracts					



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PU 36.10	Used equipment purchases					
PU 36.11	Trade-ins					
PU 36.12	Used equipment					
PU 36.13	Price increases					
PU 36.14	Amendments to and withdrawals of bids					
PU 36.15	Communication equipment purchases					
PU 36.16	Multi-step bidding process					
PU 36.17	Special delegation on informal bids					
PU 36.18	Term contracts					
PU 36.19	Bid errors (including overages or lack of funds)					
PU 36.20	Exceptions to terms					
PU 36.21	Re-advertisements					
PU 37.00	System should provide the ability to have user-defined events trigger the routing of forms to be completed and/or the sending of electronic internal notices (most will be mailed/mailed to vendors). Examples include:					
PU 37.01	Provisional Rejection letters that are automatically system generated when an error is detected in a vendor's responses (e.g., did not initial a handwritten modification, committed a mathematical error, etc.)					

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PU 37.02	A letter is generated notifying a vendor that they are being barred from bidding for a certain period of time when they have been sent three Provisional Rejection letters (the requirement to automatically track Provisional Rejections is in the Solicitation -- Vendor Response section of this document)					
PU 37.03	Letters to notify vendors that their registration attempts were successful or unsuccessful (assuming the registration was not performed online)					
PU 37.04	Letters to notify vendors (excluding small and minority-owned businesses) that they are being removed from a specific bid list (commodity code) or email listing after three consecutive "no responses" to bids sent to them					
PU 37.05	A letter to a vendor is generated and an internal notice is sent when an invalid email address is detected when correspondence is sent to a vendor via email.					
PU 38.00	System provides the ability to make changes to purchasing documents that result in new approval paths (e.g., changing the type of procurement) without losing the relevant approvals that have already been granted.					
<b>VENDOR DATA / MAINTENANCE</b>						
PU 39.00	System shall provide a self-service vendor registration function via the Internet, and will have the following functionality:					
PU 39.01	User-defined data-entry fields which can be specified as mandatory or optional					
PU 39.02	Registration functionality is completely integrated with the rest of the ERP system					
PU 39.03	Vendors can pay registration fees via a credit card					
PU 39.04	For manual payments, the registration will be placed in suspense until the manual payment is successfully processed and State approval is granted.					

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39.05	Small and Minority Owned status is automatically determined and assigned by information entered on the registration application. This "formula" can be user-defined and will include variables such as annual sales, type of business, ownership, etc.					
PU 40.00	System should provide the ability to check to see whether a vendor that is registering electronically is already registered under another name and is debarred (e.g., check VIN, Social Security Number, etc.)					
PU 41.00	System should provide the ability for vendors to download registration forms from the Internet to be printed, completed, and then mailed to the State.					
PU 42.00	System should provide the ability for vendors to view registration instructions and complete system commodity listing (view and search -- numeric and alphanumeric) via the Internet.					
PU 43.00	Vendor registration function shall include general registration, as well as ability to register for specific vendor designations, which require approvals, as well as complete applications online.					
PU 44.00	System enables vendors to search to see if they are already registered and provide information regarding their current status, as well as other specified information in their profile.					
PU 45.00	System should provide the ability to automatically send a vendor a registration confirmation by email, or generate a confirmation letter if there is no email address or an invalid email address in the vendor's profile. The confirmation would include the commodity code(s) for which the vendor has registered and all other pertinent information.					
PU 46.00	If a vendor application is returned to the vendor for additional information, the system should provide the ability to track the process: information needed, date the application was sent, date the application was returned, date the application was accepted.					
PU 47.00	System shall provide ability to detect duplicate vendor information based on multiple criteria (e.g., FEIN, SSN, DUNS, address, etc.), with appropriate security.					

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PU 48.00	The system should provide one Vendor database with two views or the data, with posting and inquiry capabilities controlled by security: (1) the Purchasing view, and(2) the Accounts Payable view.					
PU 49.00	The vendor file should include the following information (access to information should be based on security):					
PU 49.01	Vendor number / mail code					
PU 49.02	Prior vendor number					
PU 49.03	Vendor name					
PU 49.04	Vendor status (active, inactive, on hold, debarred, etc.)					
PU 49.05	Date debarred					
PU 49.06	Date debarred vendor eligible for reinstatement					
PU 49.07	Agencies for which vendor is debarred (multiple)					
PU 49.08	Departments for which the vendor is debarred (multiple)					
PU 49.09	Geographies in which the vendor is debarred (multiple)					
PU 49.10	Commodities for which vendor is debarred (multiple)					
PU 49.11	Registration valid date on					
PU 49.12	Registration valid date off					
PU 49.13	Registration reinstatement date					
PU 49.14	Federal tax ID number					
PU 49.15	DUNS Number					
PU 49.16	System should provide for at least five levels of vendor contacts:					
PU 49.17	Contact name					
PU 49.18	Contact title					
PU 49.19	Contact designation (accounting, sales, etc)					
PU 49.20	Contact email address					

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PU 49.21	Multiple contact phone numbers (office, cell, fax)					
PU 49.22	Comment					
PU 49.23	Emergency contact person identifier (optional when vendor registers)					
49.24	Emergency contact phone number (office, cell, fax)					
PU 49.25	Address type (ordering, remittance, etc.)					
PU 49.26	Physical address					
PU 49.27	Mailing address (should handle foreign addresses)					
PU 49.28	Address specific fields:					
PU 49.29	Mailcode address					
PU 49.30	Mailcode City					
PU 49.31	Mailcode County					
PU 49.32	Mailcode State					
PU 49.33	Mailcode Country					
PU 49.34	Mailcode Zip+4					
PU 49.35	Mailcode Status					
PU 49.36	State where vendor headquarter is located					
PU 49.37	Permanent staffed office in Tennessee (yes/no)					
PU 49.38	E-mail address					
PU 49.39	Website address					
PU 49.40	Bank Transit Code (ABA/Routing number)					
PU 49.41	Bank Account Number					
PU 49.42	Bank Name					
PU 49.43	Direct Deposit Status/EFT Status					
PU 49.44	Credit card flag (yes/no)					
PU 49.45	Hold Reason and Hold Source (agency level)					
PU 49.46	Business Description					
PU 49.47	Ownership Type/Business Structure					
PU 49.48	Insurance Information (multiple occurrences)					

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PU 49.49	Type					
PU 49.50	Amount					
PU 49.51	Coverage Start Date					
PU 49.52	Coverage End (Expiration) Date					
PU 49.53	Small and Minority-owned information.					
PU 49.54	Small or Minority-owned status					
PU 49.55	Ethnicity					
PU 49.56	Gender					
PU 49.57	Contact information (four occurrences)					
PU 49.58	Name					
PU 49.59	Title					
PU 49.60	Gender					
PU 49.61	Ethnicity					
PU 49.62	Application received date					
PU 49.63	Application complete date					
PU 49.64	Approval date					
PU 49.65	Scheduled expiration date					
PU 49.66	Inactivation date					
PU 49.67	Certificate date					
PU 49.68	Business structure code					
PU 49.69	Small or Minority-owned audit information (multiple occurrences)					
PU 49.70	Audit Occurrence (number of audits)					
PU 49.71	Audit Type					
PU 49.72	Reason for audit (description field)					
PU 49.73	Auditor					
PU 49.74	Initiated audit date					
PU 49.75	Date received by auditor					
PU 49.76	Notification date					

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PU 49.77	Onsite date					
PU 49.78	Appeal date					
PU 49.79	Determination date					
PU 49.80	Closed audit date					
PU 49.81	Reason Codes					
PU 49.82	Comment field					
PU 49.83	Small and Minority-owned Ownership Information					
PU 49.84	Name					
PU 49.85	Title					
PU 49.86	SSN / FEIN					
PU 49.87	Percent of ownership					
PU 49.88	Authorized signature					
PU 49.89	Veteran status					
PU 49.90	Small and Minority-owned Graduation Information (multiple occurrences)					
PU 49.91	Calendar year (4 digit)					
PU 49.92	Category Code (2 digit)					
49.93	Type of business					
PU 49.94	North American Industry System Codes (NAISC)					
PU 49.95	Gross receipts / annual sales					
PU 49.96	Total number of full-time employees					
PU 49.97	Threshold flag					
PU 49.98	Commodity class and items serviced by vendor					
PU 49.99	Non-resident bidders status					
PU 50.00	Geographic Designation (County, State Highway District, Zone, Region, other)					
PU 50.01	User-defined vendor type fields (at least 2) - for future reporting needs					
PU 50.02	In addition to items listed, multiple occurrences of the items listed below:					

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PU 50.03	Certification (i.e., certified orientation and mobility instructors), in multiple					
PU 50.04	Approved Trainer					
PU 50.05	License (e.g., medical license, contractor's license), in multiple					
PU 50.06	Payment terms -- default to State standard with the ability to override with the proper authority					
PU 50.07	Vendor 1099 indicator					
PU 50.08	Vendor withholding status					
PU 50.09	Source of record/file (if provided by other public entity)					
PU 51.00	System should permit multiple addresses to be assigned to a specific address type for a specific vendor (e.g., multiple ordering addresses; invoice addresses, etc.).					
PU 52.00	System should provide notices to vendors a user-specified number of days prior to registration expiration and after expiration.					
PU 53.00	System should provide ability to search for a vendor using multiple search criteria such as by commodity code/number/description, small and minority-owned, and by vendor number/name.					
PU 54.00	System should default vendor information from the vendor master file when choosing a vendor on a purchasing document (i.e., requisitions, solicitations, purchase orders, etc.). System should permit certain fields to be overwritten based on system admin-defined settings.					
PU 55.00	System should provide ability to automatically carry forward vendor information to the next transaction (i.e., requisition to PO and PO to invoice), optional on requisition (vendor should be able to be changed on subsequent documents, except invoice).					
PU 56.00	System should track vendor history, to include date added or inactivated and reason.					
PU 57.00	System should deactivate vendor from vendor listing by date with reason. Historical data should be retained.					
PU 58.00	Vendor numbers (numeric and alphanumeric) should be system generated or assigned manually based on system administrator-defined parameters.					



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PU 59.00	System should provide ability to search vendor files from within purchasing processes (i.e., requisition, purchase order, etc.).					
PU 60.00	Users with authorized security should have the ability to add, change or deactivate vendor master file records.					
PU 61.00	System should maintain an on-line audit trail of changes to the vendor master file.					
PU 62.00	System provides the ability to maintain vendor history when vendor name is changed.					
PU 63.00	System provides the ability to track invalid registrations and vendor re-registrations.					
PU 64.00	System should provide ability to track vendor name changes and cross-reference to history.					
PU 65.00	System should provide ability to track changes in vendor numbers and retain cross-reference history.					
PU 66.00	System should maintain a online history of vendor transactions by month, quarter, fiscal and calendar year, inception to date, etc.					
PU 67.00	A new vendor should be added or maintenance should be performed without leaving a related process (e.g., accounts payable), with proper authority.					
PU 68.00	System should provide ability to block purchasing transactions to vendors based on user-defined parameters (e.g., debarred, inactivity, etc.) for:					
PU 68.01	All commodities or specified commodities					
PU 68.02	All agencies/departments or specified agencies/departments					
PU 68.03	All geographies or specified geographies					
PU 68.04	A specified period of time -- an electronic notification can be sent when the period has ended					
PU 69.00	System provides the ability to store user-defined information regarding debarred vendors.					
PU 70.00	System should allow the selective archiving of vendors by user-defined criteria.					
PU 71.00	System should provide ability to enter and process net and discount payment terms.					

# FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Purchasing

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	<b>Vendor Performance</b>					
PU 72.00	System should provide the ability to track contacts with problem vendors (phone calls, written contacts regarding problem orders/deliver of goods and services)					
PU 73.00	System should provide a robust, online, complaint-tracking process that includes:					
PU 73.01	Description of the problem/complaint					
PU 73.02	History (including content) of all related correspondence					
PU 73.03	System-generated email message or form letter (if no email address or invalid email address) to be sent to vendor and copy to the agency that submitted the complaint. A second letter will be automatically generated if a response from the vendor is not received within a user-specified number of working days					
PU 73.04	Vendor response					
PU 73.05	Resolution (electronically notify vendor and agency)					
PU 73.06	Actual delivery date gets compared to contractual delivery date and vendor-performance statistics are updated accordingly					
PU 74.00	System should provide ability to automatically track and to report/inquire on vendor performance including delivery, returns, fill rate, price adjustments, payment history, complaints and resolution, and specific solicitations downloaded (assuming only registered vendors will be able to download solicitations).					
PU 75.00	System should provide ability for agencies to manually enter vendor performance data online. Manually entered data should be reviewed and approved by authorized personnel.					
PU 76.00	System should provide the ability to compute and apply scores to all orders issued through the system.					
PU 77.00	Vendor performance fields that should be tracked and displayed/printed in the system include:					
PU 77.01	Commodity order count					

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PU 77.02	Service order count					
PU 77.03	Commodity performance score (able to drill-down on score to view details or score)					
PU 77.04	Service performance score (able to drill-down on score to view details or score)					
PU 77.05	Commodity delivery score (able to drill-down on score to view details or score)					
PU 77.06	Service delivery score (able to drill-down on score to view details or score)					
PU 78.00	System provides the ability to post debarred vendors on the Internet and/or the State's Intranet from the ERP application.					
	<b>AGENCY DATA / MAINTENANCE</b>					
PU 79.00	Each agency should be uniquely identified and key purchasing, workflow, and accounting treatments (interfaces) should be defined by agency.					
PU 80.00	System should provide the ability to add and track new users electronically, with proper security.					
PU 81.00	System should provide the ability for certain users to have system-wide access and be responsible for overall system administration.					
PU 82.00	System should allow agencies to maintain organizational structure and user assignments within that structure.					
PU 83.00	Workflow routing and procurement document processing should be able to route documents to other agencies.					
PU 84.00	Agency controlled user profiles should be used to specify key processes (e.g., interfacing with agency accounting system, sourcing rules).					
PU 85.00	System should provide for bill-to and ship-to codes which should be assigned to procurement documents, defaulting the full address information.					
PU 86.00	System should provided the ability for multiple bill-to and ship-to addresses to be maintained at the agency level and default to appropriate procurement documents based on the user profile.					

## FUNCTIONAL REQUIREMENTS MATRIX

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PU 87.00	System should provide the ability to process procurement activity for multiple agencies and this should include ability to set different operator abilities/parameters based on the agency for which the user is taking action (controlled through security).					
PU 88.00	System should provide the ability to define Buyers at the agency and sub-agency level with ability to designate a buyer to certain groupings of commodities or organizational structure.					
	<b>COMMODITY DATA / MAINTENANCE</b>					
PU 89.00	System should provide the ability for authorized parties to document additional commodity specifications and/or comments, and attach at the 3rd, 5th, and 11th digit level.					
PU 90.00	System should provide ability for authorized users to add and associate key words in addition to the search strings within the commodity file. Key words added should subsequently be used in commodity searches. System should automatically formulate a commodity search string by key word.					
PU 91.00	System should provide ability to select a commodity and have system list all providers of that commodity, whether the provider is a term contract or other agreement vendor or not. If the vendor is an agreement vendor, system should provide ability to list all agreements with that vendor and to drill-down on the agreements to see exactly what items are included, along with the specifics of each of the items that are included.					
PU 92.00	Commodity code field should be a variable-length field that should accommodate at least 11 alphanumeric characters, with 3rd and 5th levels entered manually, and 11th level (i.e., digits 6 through 11) sequentially assigned by the system.					
PU 93.00	Commodity file should contain the following data items at a minimum:					
PU 93.01	Commodity code - first five digits required, full 11 digit capable					
PU 93.02	Cross-references to previous commodity codes					
PU 93.03	Key words					
PU 93.04	Long description					
PU 93.05	Short description					

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PU 93.06	Comments field					
PU 93.07	Source indicator (e.g., contract, specific inventory)					
PU 94.00	System should provide the ability to cross-reference the State's commodity code structure to the UN/SPSC structure.					
PU 95.00	Users with authorized security should have the ability to add, change, deactivate commodity file records.					
PU 96.00	System should maintain an on-line audit trail of changes to the commodity master file.					
PU 97.00	System should provide an statewide shared commodity file.					
PU 98.00	System should track and display/print all purchase transactions for any commodity, by agency, for a specified date range, by vendor, showing dollar amounts, who purchased the commodity, unit of measure, etc.					
	<b>CONTRACT / AGREEMENT ADMINISTRATION</b>					
PU 99.00	System should convert awarded bid to approved contract, once approved.					
PU 100.00	System should create and track multiple contracts types.					
PU 101.00	System should track the number of contract renewals (total, exercised, remaining).					
PU 102.00	System should automatically generate user-defined contract releases (based on dates, dollar amounts, and quantities).					
PU 103.00	System should encumber contracts or contract releases per line item and also assign accounting data.					
PU 104.00	System should provide ability to track multiple encumbrances, receipts, and payments against a single contract at the line item level.					
PU 105.00	System should provide ability to track multiple releases against a single encumbrance.					
PU 106.00	System should allow multiple contracts per vendor, multiple commodities or services per contract and multiple dates or option years/periods.					
PU 107.00	System should provide ability to drill-down on the contract/agreement to see exactly what items are included in the contract/agreement and to view the specifics of each item.					

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PU 108.00	System should provide ability to attach electronic documents to a contract.					
PU 109.00	Users should have the ability to review and print contract text and all attachments from within the application.					
PU 110.00	System should provide ability to track multiple sub-contractors that will provide goods or services for a prime vendor at the contract line level.					
PU 111.00	System should allow for contract tracking by:					
PU 111.01	Contract number					
PU 111.02	Vendor					
PU 111.03	Date (starting, ending, and order)					
PU 111.04	Quantity (authorized, used, and available) by AY and FY					
PU 111.05	Dollars (authorized, used, and available) by AY and FY					
PU 111.06	Contract status					
PU 111.07	Commodity codes					
PU 111.08	Class and Item (State's code to the 5th digit)					
PU 111.09	Accounting data elements at a sub line-item level					
PU 111.10	Renewals (authorized, used, and available)					
PU 111.11	cancellations					
PU 111.12	Extensions (authorized, used, and available)					
PU 111.13	Add/change					
PU 111.14	Contract type (e.g. interagency, etc.)					
PU 111.15	Contingency amounts by percent of contract or flat dollar amount					
PU 111.16	Small and Minority-owned Business status					
PU 111.17	Recycled goods indicator					
111.18	Recycled goods percentage					
PU 111.19	Contract Administrator's name, phone, fax numbers and email					
PU 111.20	Comment field with internal and external indicator					
PU 111.21	User-defined fields (multiple)					

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PU 112.00	System should provide for piggyback contracts and maintain the authorized users/agencies.					
PU 113.00	System should contain a flag field indicating that insurance certificates and performance and payment bonds are on file for each contract line item.					
PU 114.00	System should track and monitors contractor insurance certificates and flag insurance expiration dates for each contract line item, and automatically notify the appropriate Buyer..					
PU 115.00	System should generate notifications that can be sent to State employees or to vendors (via email or system-generated letter) when user-defined milestones or thresholds are met (e.g. number of days prior to contract expiration [up to 365 days], quantity/amount thresholds, insurance expiration date, etc.)					
PU 115.01	Default values can be set for the milestone notification triggers					
PU 115.02	Notices can be automatically regenerated until the contract is acted on (i.e., action is taken to stop notices)					
PU 115.03	Notification functionality applies to each contract line item or the entire contract					
PU 115.04	In the case of a contract-expiration milestone, the bid solicitation and contract number(s) for prior fiscal year should appear automatically on the requisition renewal request.					
PU 116.00	System should provide the ability to shut-down the release of all line items if all items (e.g., insurance) are not in place.					
PU 117.00	System should provide ability to limit contracts (whole contract or specific line items) at multiple levels (e.g., agency level, individual user level, etc.).					
PU 118.00	System should provide ability to track all purchase orders, receipts, adjustments, invoices, or other reference documents within a single contract.					
PU 119.00	Based on commodities and providers selected, system should provide prompts to requestors and purchasers regarding procurements that may be covered by existing contracts.					

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PU 120.00	System should provide ability to support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).					
PU 121.00	System should provide a user-populated repository of contract models, clauses, specifications, Tennessee-specific specifications, standard contract terms and conditions, solicitation templates, evaluation methods, etc. for both service & commodity contracts.					
PU 122.00	System should provide the ability to specify rules to control the combined use of terms and condition in the user-populated repository (i.e., avoid using together those that conflict (should not be user together) and denote those that are dependent (should be used together).					
PU 123.00	System should provide "key word" search functionality on standardized contract clauses (such as "indemnification") that are stored in the repository.					
PU 124.00	System should provide ability to specify different contract milestones depending on the circumstances (e.g., differ by agency, by type of project, etc.) with notification.					
PU 125.00	System should provide the ability for specified users to be notified when certain types of new contracts are created and be able to provide feedback/comments regarding the contract (e.g., the next time a similar contract is drafted, add certain verbiage).					
PU 126.00	System should provide a method for tracking contract renewals.					
PU 127.00	System should permit the vendor information to be changed on a contract. Prior assigned vendors should be maintained.					
PU 128.00	System should provide ability to track and report expenditures for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).					



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PU 129.00	System should print a Blanket Contract/Notice of Award document. Blanket Contract/Notice of Award document references solicitation terms, conditions, specifications, and pricing. Blanket Contract/Notice of Award documents do not obligate purchases (or require encumbrances), but specifies that release POs should be dispatched to the contractor for authorization to ship specified quantity of goods or services to designated delivery addresses.					
PU 130.00	System should provide information for purchasers to manage contractor performance including risk factors, contract audit results, resolution action plans, small business/minority-owned compliance, and scheduling of contract compliance reviews.					
PU 131.00	System should provide the user with a place to enter/track contract amendments and revisions.					
PU 132.00	System should support detailed contract performance analysis and generate performance reports, based on the following criteria:					
PU 132.01	Contract compliance (based on compliance criteria as defined by users).					
PU 132.02	Work completed to date					
PU 132.03	Timelines/deadline dates					
PU 132.04	Contractor performance for vendor contracts					
PU 132.05	User-defined milestones & thresholds					
PU 133.00	System should provide ability to require a contract "owner's" approval to use part of a restricted contract.					
PU 134.00	System should provide access to contract information on-line and in real-time to central and remote users with appropriate security.					
PU 135.00	System should provide ability to attach "comments" to each contract. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).					
PU 136.00	System should provide ability to generate new requisition or solicitation detail from the contract detail, with ability to update/modify the information (i.e., copy contract information into requisition or solicitation document when the contract needs to be re-bid).					

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PU 137.00	System should provide ability to convert awarded contract detail to the eProcurement catalog format (i.e., make awarded contracts available for purchasing from a catalog). Catalog should also contain the general contract information (GCI).					
	<b>CONTRACT/CATALOG CONTENT AND MANAGEMENT</b>					
PU 138.00	System should provide ability to create internal catalogs of items stocked by the agency.					
PU 139.00	System should allow the agency system administrator to specify which catalogues/contracts in the system are accessible by agency staff and other authorized users (e.g., local governments).					
PU 140.00	System should provide ability to upload vendor catalog data in various formats via the Internet using a secure, structured process and subject to the appropriate approvals.					
PU 141.00	System should provide for large data loads via file transfers and provide a spreadsheet-based input for small data loads.					
PU 142.00	System should employ XML-messaging technology for retrieving catalog information.					
PU 143.00	Contracts/catalog should contain at least the following items:					
PU 143.01	Contract number					
PU 143.02	Contract Start Date					
PU 143.03	Contract End Date					
PU 143.04	Vendor item number					
PU 143.05	Volume discount price break for each item					
PU 143.06	Distributor name and number					
PU 143.07	Item specifications (could be URL link)					
PU 143.08	Recycled content percentage					
PU 143.09	Recycled content type					
PU 143.10	Manufacturer name					
PU 143.11	Manufacturer part number					
PU 143.12	Manufacturer URL					

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PU 143.13	Unit of measure					
PU 143.14	Alternate unit of measure					
PU 143.15	Minimum order quantity					
PU 143.16	Quantity					
PU 143.17	Geographic Designation (County, State Highway District, Zone, other)					
PU 143.18	Lead time for delivery					
PU 143.19	Shipping and handling requirements					
PU 143.20	Packaging information					
PU 143.21	Commodity codes					
PU 143.22	UPC code					
PU 143.23	Item code					
PU 143.24	Long description (at least 8,000 alphanumeric characters) per line item					
PU 143.25	Short description (at least 255 alphanumeric characters) per line item					
PU 143.26	Price and effective dates					
PU 143.27	Historical price information (e.g., YTD average price)					
PU 143.28	Accumulators for dollar amount purchased for the month, quarter, FYTD, PFY, and future FY					
PU 143.29	Accumulators for quantity purchased for the month, quarter, FYTD, PFY, and future FY					
PU 143.30	Substitute/Alternate items					
PU 144.00	System should calculate price discounts for catalog items.					
PU 145.00	System should provide ability to accommodate tiered pricing.					
PU 146.00	System should provide ability to calculate discounts based on the weight or volume of items being purchased.					
PU 147.00	System should provide ability to incorporate pricing rules (e.g., increase prices by 3% for a certain vendor with a \$10 cap, on a certain date).					

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PU 148.00	System should provide ability to attach and view vendor terms for catalog items (e.g., minimum order quantity).					
PU 149.00	System should provide catalog management tools for transforming and cleansing data, importing and exporting content in a variety of formats, translating various XML formats, etc.					
PU 150.00	System should provide ability for users to search catalogs for items using state-of-the-art search agents.					
PU 151.00	System should provide ability to attach files in popular formats to commodity records (e.g., gif, jpg, xls, doc, URL link, etc.).					
PU 152.00	System should provide an online interface for users to update and maintain catalog data/content.					
PU 153.00	System should provide ability to update catalog content, to include prices, descriptions, terms and conditions, etc.					
PU 154.00	System should provide ability to require user feedback regarding items being purchased. For example, when buying a chair, system should require that the user input the color of the chair.					
PU 155.00	System should provide for standard clauses/wording for specific catalog items that can be modified by authorized users.					
<b>REQUISITIONS / REQUESTS</b>						
PU 156.00	System should provide ability for agencies to define requestors.					
PU 157.00	System should provide ability for authorized requestors to initiate a purchase requisition for goods and services online via a Web browser, and to query on the status of such requisitions.					
PU 158.00	System should provide the ability to restrict/control the items requestors can see and order.					
PU 159.00	System provides the ability for users to see the available balance on contracts as they are creating a requisition to order from the contracts.					
PU 160.00	System should provide for assignment of a unique purchase requisition number through system-generated means.					
PU 161.00	System should support selection of commodity through a variety of means including key words on commodity title and multiple item descriptions or coding commodity number directly (3,5,11 digit).					

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PU 162.00	System shall support user creation of a requisition by copying an existing (including canceled) requisition, editing and saving with a new requisition ID. The existing requisition can be from different agency.					
PU 163.00	System should support the establishment of requisition templates for frequently requested items.					
PU 164.00	System should provide the ability to automatically generate a requisition to renew a contract a user-specified number of days before the contract expires. An electronic notification should be sent to the respective Buyer informing him/her that the requisition has been generated and is pending his/her action. The start date for the contract on the generated requisition should be the day after the original contract's expiration date.					
PU 165.00	System shall provide the ability for the user to be notified of specified acquisition process (sourcing rules) once a commodity has been selected. These rules should apply to the following purchase methods: statewide contracts, catalog purchases, inventory items, term contracts, Corrections manufactured (TRICOR), handicap manufactured, or other predefined purchase method. These purchase methods should default to an agency-defined process or to a State-defined process where no agency-defined process exists. The user should be required to enter a justification online for deviating from policy and secure approval via system-generated approval paths before the transaction will be allowed to continue.					
PU 166.00	System should provide the ability for a requestor to cancel a requisition or individual requisition line items prior to final approval. Authorized purchasers should cancel requisitions subsequent to final approval.					
PU 167.00	System should provide ability to specify that certain required information be entered for certain types of requisitions (e.g., notification that a sole-source justification is required).					
PU 168.00	System should provide the ability to perform the following functions for all types of purchase requests online, with appropriate authority: Inquiry, add, change, and cancel (at the line and document level).					

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PU 169.00	System should provide comment fields (multiple) at the header and line level, with an indicator designating internal or external comments (i.e. internal - only seen by authorized users; external - printed on PO to be seen by Vendor).					
PU 170.00	System shall provide for attaching files in popular formats (e.g., gif, jpg, xls, doc, URL link, etc.) to entire requisition or individual line items.					
PU 171.00	System should provide ability to capture trade-in value information on requisitions and build necessary approval paths.					
PU 172.00	System should allow for generating a "hard-copy" of the purchase requisition at any time to a local printer or a networked printer.					
PU 173.00	System shall allow for automatic assignment of requisitions to Buyers based on user-defined criteria (e.g., commodity, department etc.) and capture routing date and time.					
PU 174.00	System should provide ability to manually assign/reassign requisitions to Buyers.					
PU 175.00	System should provide ability to assign more than one buyer to a requisition (at line item level).					
PU 176.00	System provides the ability for a Supervisor, for example, to assign complexity ratings and an estimated processing time (scheduling) to a requisition once it is assigned to a Buyer, or use predetermined criteria..					
PU 177.00	System provides the ability to maintain a schedule that can cause an electronic notification to be sent to a Buyer's supervisor if the Buyer is not within the processing time assigned to the requisition.					
PU 178.00	System should allow for ordering in negative and fractional quantities.					
PU 179.00	System should allow for ordering a quantity up to 99,999,999.					
PU 180.00	System should accommodate zero and negative unit price values.					
PU 181.00	System should provide the ability to specify unit prices to five decimal places but round the extended amount to cents.					
PU 182.00	System should enable users to override defined sourcing rules with appropriate authorizations					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 183.00	System shall provide for cross-referencing of purchase requisitions to the corresponding invitation for bid, purchase order, contract, receiving report, order number, and invoice.					
PU 184.00	System should provide an audit trail from requisition to payment with forward and backward tracking.					
	Header Elements					
PU 185.00	System shall provide for multiple lines of input per individual Requisition and shall include all the following data elements:					
PU 185.01	Requisition Number					
PU 185.02	Requisition date					
PU 185.03	Requestor (Creating requisition)					
PU 185.04	Requestor phone number					
PU 185.05	Purchaser (optional)					
PU 185.06	Purchaser phone number (optional)					
PU 185.07	Pre-encumbrance reference number					
PU 185.08	Suggested vendor number/mail code					
PU 185.09	Suggested vendor name (Suggested Vendor info. passed to Solicitation) (unlimited # of vendors can be input)					
PU 185.10	Suggested vendor FEIN number					
PU 185.11	Suggested vendor address					
PU 185.12	Contact Name					
PU 185.13	Contact phone number (multiple)					
PU 185.14	Contact email address					
PU 185.15	Contact mailing address					
PU 185.16	Need by Date or Start and End of service date					
PU 185.17	Priority Code (emergency or normal handling)					
PU 185.18	Justification / Comments					
PU 185.19	Confirming order indicator					

# FUNCTIONAL REQUIREMENTS MATRIX

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PU 185.20	Comment fields (multiple) with indicator designating internal or external comments (i.e., internal - only seen by agency personnel; external - carried forward and printed on PO to be seen by Vendor)					
	Commodity Lines					
PU 186.00	Commodity line items should contain the following data items:					
PU 186.01	Line item number (should be sequential and accommodate up to 99,999 lines items per requisition)					
PU 186.02	Quantity					
PU 186.03	Unit of measure					
PU 186.04	Commodity or warehouse stock number					
PU 186.05	Short description					
PU 186.06	Long description					
PU 186.07	Custom description - used to provide additional information beyond what is available in the commodity code table. (Does not update commodity table)					
PU 186.08	Special instructions					
PU 186.09	Shipping instructions					
PU 186.10	Estimated unit cost (should allow zero and negative dollar values)					
PU 186.11	Estimated total line item cost					
PU 186.12	Total requisition cost					
PU 186.13	Accounting data elements at a sub line-item level					
PU 186.14	Minimum of 20 distinct fields (requirement covered in General - Accounting section)					
PU 186.15	Ability to split line charges to multiple cost-centers/distributions					
PU 186.16	End user (user needing good or service)					
PU 186.17	End user phone number					
PU 186.18	Delivery address					
PU 186.19	Requested delivery date					
PU 186.20	Freight					



# FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Purchasing

**Vendor Response Codes:**

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 186.21	Delivery contact name					
PU 186.22	Comments					
PU 186.23	Recycled goods indicator and track FEIN number					
PU 186.24	Emergency justifications					
PU 186.25	Membership Justifications					
PU 186.26	Sole source / proprietary justification					
PU 186.27	Inventory Indicator					
PU 186.28	Fixed Asset Indicator (new, replacement, or enhancement; if replacement or enhancement, need existing tag number)					
PU 186.29	System administrator-defined indicators/fields for reporting needs (at least 5 fields)					
PU 186.30	Suggested vendor number/mail code					
PU 186.31	Suggested vendor name (Suggested Vendor info. passed to Solicitation) (unlimited #)					
PU 186.32	Suggested vendor address					
<b>Requisition Accounting</b>						
PU 187.00	System should allow initiation of requisitions prior to year-end which cannot be pre-encumbered until availability of new year's funds.					
PU 188.00	System should provide the ability for requisitions to be entered without posting pre-encumbrance based on organization-defined parameters.					
PU 189.00	System should provide ability to define auto-distribution rules and apply to the requisition using standard, user-defined distribution code.					
PU 190.00	System shall automatically close a requisition line when all commodities/services are received and the final invoice is paid and/or when the PO is closed. System should provide option to liquidate remaining/outstanding pre-encumbrance.					
PU 191.00	System should provide ability to setup standard auto-close parameters, based on dollar amount remaining and last activity.					
PU 192.00	System should carryover open purchase orders to the following fiscal year.					
PU 193.00	System shall provide ability to adjust or cancel a requisition and generate appropriate accounting entries.					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 194.00	System shall provide the capability to reopen a requisition if the requisition was closed in error (with appropriate security procedures).					
	<b>SOLICITATIONS</b>					
	<b>General</b>					
PU 195.00	System shall provide the ability to process bid transactions through the following stages:					
PU 195.01	Creation of solicitation and addendums by an approved purchase requisition (although some solicitations may be created without requisitions).					
PU 195.02	Posting of the solicitation on the State's Website or GATT Website when required.					
PU 195.03	Notification sent to registered vendors via fax and/or e-mail, based on appropriate dollar threshold.					
PU 195.04	Receipt of vendor responses electronically (with receipt time and date)					
PU 195.05	Tabulation of bids including reciprocity					
PU 195.06	Award, including notification of award via email and Web site posting					
PU 195.07	Initiation of purchase order					
PU 195.08	Entry to contract administration					
PU 196.00	System shall provide ability to cross-reference requisitions, solicitations, and award documents (entire document as well as line items).					
PU 197.00	System shall provide ability to amend or cancel solicitations.					
PU 198.00	System shall support the following types of bids (but not limited to):					
PU 198.01	Advertised sealed bids					
PU 198.02	Informal (Phone and fax) quotes					
PU 198.03	Written requests for proposals, offers, and quotations					
PU 198.04	Electronic bid response					
PU 198.05	Reverse auctions					
PU 199.00	System should allow inquiry into entire bid or bid commodity by vendor name or number, bid number, buyer or commodity number.					

# FUNCTIONAL REQUIREMENTS MATRIX

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 200.00	System should provide the ability to create a new bid transaction by copying from a previous bid transactions (all or part).					
PU 201.00	System should provide comment fields (multiple) at the header and line level, with an indicator designating internal or external comments (i.e., internal - only seen by authorized users; external - printed on PO to be seen by Vendor).					
PU 202.00	System should provide ability for a purchaser to grant a user in a different agency to view and copy an existing (not necessarily active) solicitation.					
	<b>Solicitation Creation</b>					
PU 203.00	System shall allow for the creation of all types of solicitations, both negotiated and non-negotiated (e.g., Invitations for Bids, Request for Proposal, Request for Offer, etc.).					
PU 204.00	System provides the ability to develop models/templates to be used in the development of solicitations. Users' modifications to the templates should be highlighted and version-control maintained throughout the approval process.					
PU 205.00	System shall provide the ability for all elements of the requisition to be carried over to the solicitation, but should be edit-able by an approved user without affecting the original requisition.					
PU 206.00	System shall provide ability to separate individual line items from requisitions to create solicitations.					
PU 207.00	System shall provide ability to combine like items from multiple requisitions into one solicitation.					
PU 208.00	System shall provide ability to combine like items from multiple requisitions by multiple agencies into one solicitation. This accommodates the State's scheduled purchase process, which coordinates the requests of multiple agencies into a single solicitation.					
PU 209.00	System shall provide ability to produce documents to be sent to potential vendors/bidders (i.e., bid documents, addenda).					
PU 210.00	System shall allow user-defined thresholds to dictate number and type of bid responses required per transaction (either a warning or a hard-stop).					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 211.00	System should provide ability to input an agency-specific alphanumeric reference number.					
PU 212.00	System should allow for the defining of "need" or "start and end of service" dates without affecting those entered on the original requisition.					
PU 213.00	System should allow for designating a point of contact to be displayed on solicitation without affecting the one entered on the original requisition.					
PU 214.00	System should allow for interactive document use (i.e., information requested from bidders in the format of a user-defined form). System should either house interactive documents and enable purchaser to flag the required interactive documents to be added to solicitation, or if not housed by system provider, allow purchaser to attach interactive documents.					
PU 215.00	System should provide ability to override commodity information in the solicitation that is carried forward from purchase requisition.					
PU 216.00	System shall provide ability to attach both internal (not issued w/ solicitation) and external (issued w/ solicitation) files to the solicitation documents. Example: Attach specifications from a MS Word file.					
PU 217.00	System provides version-control functionality for controlling the content of solicitation documents, amendments, etc. as they are routed via the system's workflow functionality to obtain approvals.					
PU 218.00	System should provide the ability for a Buyer to select standard terms and conditions from a repository within the system for inclusion in the solicitation. Once the standard terms and conditions have been included in the solicitation, they can be modified, but version control must be maintained throughout the approval process. Modifications are highlighted on the screen as well as on printed output.					
PU 219.00	System shall provide ability to amend solicitations to include adding and/or deleting line items and generate the appropriate notification of amendment to vendors and post to the State's Website and GATT Website, if appropriate.					
<b>Vendor Selection</b>						

# FUNCTIONAL REQUIREMENTS MATRIX

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 220.00	System shall provide ability for a purchaser to select a vendor by class/item, geographic area, name, zone, small or minority-owned registration status.					
PU 221.00	System shall provide ability to select active, registered vendors to receive the solicitation taking into consideration each of the following (but not limited to):					
PU 221.01	Vendor registration information					
PU 221.02	Vendor identified as supporting the requested commodity class/subclass per vendor file					
PU 221.03	Vendor's geographic area					
PU 221.04	Vendor identified as suggested source by agency on purchase requisition					
PU 221.05	Vendor has previous history of bidding on a specific commodity (even if no longer registered)					
PU 221.06	For re-procurements, select all vendors that previously bid on the most recent version of the procurement, by commodity.					
PU 221.07	Vendor status (e.g., debarred, suspended, etc.)					
PU 221.08	Vendor performance					
PU 221.09	Small/Minority-owned identified as supporting commodity requested per vendor file					
PU 221.10	Maximum or minimum number of vendors to be selected					
PU 222.00	System should provide the ability to generate a random list of vendors taking into consideration the selection criteria specified above when building the pool of vendors to select from randomly. However, the incumbent vendor and the vendors suggested by an agency on a requisition will always be included in the final, randomized list (but even these vendors can be deleted from the list by a properly-authorized users).					
PU 223.00	System should provide the ability to combine bid lists (by different commodity numbers).					

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PU 224.00	System shall allow the purchaser to edit the solicitation list of registered vendors; including ability to add/supplement, select/deselect vendors from the solicitation list. History of updates and changes to the solicitation list should be maintained.					
PU 225.00	System should provide the ability to display during the vendor/bidder selection process:					
PU 225.01	Vendor Name					
PU 225.02	Vendor address (city and state)					
PU 225.03	Telephone number					
PU 225.04	Vendor contact person					
PU 225.05	Vendor contact phone number					
PU 225.06	Vendor contact email address					
PU 225.07	Vendor status (e.g., active, inactive, debarred, etc.)					
PU 226.00	System should provide the ability for users to specify the order in which potential vendors are displayed on the screen during the vendor/bidder selection process (e.g., small/minority business displayed first, large businesses last).					
PU 227.00	System should provide the ability to specify the minimum number of ITBs to be sent to vendors based on expected dollar value of the responses. If fewer than the minimum are selected, the system must automatically build the rules-based approval path to gain the approvals necessary to approve a lesser number.					
PU 228.00	System shall provide ability to capture vendors selected for a solicitation (who solicitation was sent to). Captured data should include vendor characteristics such as small/minority-owned designations.					
<b>Approval, Release, Posting, and Notification</b>						

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PU 229.00	System shall provide ability to route solicitations for approval via role-based workflow.					
PU 230.00	System shall facilitate interagency approvals without having to "hard code" other agency users into the approval paths.					
PU 231.00	System shall provide ability to post a solicitation to the State's Website from the ERP system if the amount of the solicitation is more than a specified amount and to the GATT Website if more than a specified amount.					
PU 232.00	System provides the ability for vendors to search the solicitation Website for opportunities:					
PU 232.01	At the 3-digit level, first (or at the 5-digit level)					
PU 232.02	Then drill-down/filter on the 5-digit level (also able to drill-down/filter on 5-digit level initially)					
PU 232.03	Then view a synopsis of the solicitation that has been automatically generated by the system -- system provides the ability to pull user-specified data from the solicitation to be displayed.					
PU 233.00	System provides the ability to allow only registered vendors to view and download entire solicitation.					
PU 234.00	System provides the ability to automatically add vendors that download a solicitation to that solicitation's bidders' list.					
PU 235.00	System provides the ability to track and report which bids are sent to or downloaded by which vendors.					
PU 236.00	System provides the ability to automatically send (generate email or print letter if no email address or invalid email address) addendums to solicitations to those on a solicitation's bid list.					
PU 237.00	System provides the ability to have the vendor's name and FEIN number inserted into the solicitation document downloaded by the vendor, and have the vendor's name, FEIN number and the solicitation number appear/print on each page of the solicitation.					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 238.00	System provides the ability for vendors to go to (and return from) the system's vendor registration functionality when searching bid opportunities (only registered vendors will be allowed to view and download the entire solicitation).					
PU 239.00	System provides the ability for vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet based on any or all of the following criteria:					
PU 239.01	Solicitation number					
PU 239.02	Solicitation title/description					
PU 239.03	Opening date					
PU 239.04	Award date					
PU 239.05	Under evaluation					
PU 239.06	Re-Advertise					
PU 239.07	Cancellations					
PU 239.08	Commodity					
PU 239.09	Agency					
PU 239.10	Dollar range					
PU 239.11	Closing date					
PU 240.00	System provides the ability to identify vendors that have email capability, and based on the commodities for which they have registered, electronically send them (including attachments):					
PU 240.01	Solicitation documents					



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PU 240.02	Addendums					
PU 240.03	Notifications of solicitations with a brief description of the each commodity being purchased and provide a hyperlink that will take the vendor to the solicitation download page					
PU 240.04	Requests for information					
PU 240.05	Notifications of pre-bid conferences and attachments					
PU 240.06	Awards and notifications of award					
PU 241.00	System should provide the ability to automatically notify users of upcoming pre-bid conferences -- those who are ordering a commodity and those who have ordered the commodity in the past.					
PU 242.00	System provides the ability to automatically print a hard-copy of a piece of standard vendor correspondence (e.g., solicitation, addendums, notifications, etc.) that was emailed to an invalid email address, so the correspondence can be mailed to the vendor.					
PU 243.00	System provides the ability to automatically modify the solicitation for distribution to pre-bid conference invitees in order to prevent vendors from filling out the draft and returning it instead of the final solicitation. Specifically, the system should delete the bid opening date and replace it with "draft", print "do not return" at the bottom where signed, and put "XXXX" on the line items for pricing.					
	<b>Vendor Response</b>					
PU 244.00	System shall provide ability to select how responses will be accepted (e.g., all or none, by line item, etc.)					
PU 245.00	System shall provide ability to record bid responses for each solicitation. Responses should include the following data elements:					
PU 245.01	Solicitation number					
PU 245.02	License Type (permit or registration)					
PU 245.03	License Number					
PU 245.04	Vendor ID					
PU 245.05	Vendor name					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 245.06	Vendor order address					
PU 245.07	Vendor invoice address					
PU 245.08	Vendor remit-to address					
PU 245.09	Permanent office staffed in Tennessee (yes/no)					
PU 245.10	Vendor contact person					
PU 245.11	Vendor phone					
PU 245.12	Vendor fax number					
PU 245.13	Vendor e-mail address					
PU 245.14	Small/Minority-owned status (ethnicity and gender)					
PU 245.15	Small/Minority-owned subcontracting (yes/no)					
PU 245.16	If yes, what percent					
PU 245.17	Contacted by (informal quotes)					
PU 245.18	Contact date (informal quotes)					
PU 245.19	Unit price					
PU 245.20	Unit of measure/packaging					
PU 245.21	Dollar Amount, (zero and negative dollars are permitted)					
PU 245.22	Availability date					
PU 245.23	Delivery/completion date					
PU 245.24	Identified exceptions					
PU 245.25	Comment (text) field (at line and header level)					
PU 246.00	System shall provide ability for the vendor to attach files to their response.					
PU 247.00	System shall provide ability for the vendor to include manufacturer and part number being bid.					
PU 248.00	System shall accommodate the following pricing methods:					
PU 248.01	Percent of list price discount (i.e. 10% off list price)					
PU 248.02	Mark-up from wholesale market price (i.e., cost plus 10%)					
PU 249.00	System shall provide ability for the vendor to indicate the percent and type of recycled material content by line item.					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 250.00	System shall provide ability for the vendor to submit a primary and alternate responses.					
PU 251.00	System shall support receipt of bid responses through electronic means. Buyer should be provided the ability to determine if electronic bid responses should be allowed for each unique purchase. If bid opening date and time has expired, system should prohibit the acceptance of a bid through electronic means. In such cases, an electronic message should be sent to the vendor indicating bid time has closed; the late bid is recorded in the vendor's bid-response statistics.					
PU 252.00	System should provide the ability to track and report/display bids sent to the vendor and the vendor's bid response: bid / no bid / late bid / provisional rejection.					
<b>Tabulation / Evaluation</b>						
PU 253.00	System shall provide ability to keep all responses secure until user-defined opening/closing date and time (except for reverse auctions).					
PU 254.00	System shall provide ability to download bid responses in popular file formats (e.g., Microsoft Excel, Access, etc.) for evaluation, and then be able to upload back to the system.					
PU 255.00	System provides the ability to properly calculate unit costs based on vendor responses, and on user-defined formulas. Values for certain variables can be entered at the time of evaluation.					
PU 256.00	System should provide bid analysis tools that can take into consideration: price, cash discounts, quantity, quality, set-asides, preferences, and availability. Specifically in the case of cash discounts:					
PU 256.01	If the discount availability period is greater than a user-specified number of days (e.g., 30 days), the system should use the discounted price in performing the tabulation; otherwise, the non-discounted price should be used.					

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PU 256.02	If the discount availability period is not greater than a user-specified number of days (e.g., 30 days), the tabulation would not use the discounted price. But if the bid is low bid without the discount, the buying agency should automatically receive an electronic notification so the agency can expedite the payment in order to obtain the discount.					
PU 257.00	System should provide the ability to tabulate and award entire bid packages, selected line item(s), or pre-grouped line items.					
PU 258.00	System should provide for unit of measure conversions and/or ability to define specific conversion factors.					
PU 259.00	System shall provide ability to establish evaluation criteria, assign weights to those criteria, and then tabulate/evaluate responses by those criteria.					
PU 260.00	System should provide ability to specify a percentage by which to adjust the bid price based on certain criteria.					
PU 261.00	System provides the ability to convert bid responses to enable "apples-to-apples" tabulation comparisons (i.e., different units of measure, different packaging/bundling, etc.)					
PU 262.00	System should allow purchasers to view responses and vendor comments by line item or by total response.					
PU 263.00	System shall provide for comparison and summary of multiple vendors on a single screen and should identify the lowest bid (overall and by line item) once all bids have been entered in the bid tabulation file.					
PU 264.00	System should provide ability for authorized users to add purchaser comments to a response.					
PU 265.00	System provides the ability for authorized users to record any exceptions to specifications and terms and conditions on the bid tabulation.					
PU 266.00	System shall provide ability to enter the justification for not selecting the lowest-price bid (best value criteria), and this information can be posted to the State's Website from the ERP system.					
PU 267.00	System security provides the ability to exclude certain users from entering or modifying tabulation information (e.g., prevent buyers from accessing tabulations for their assigned requisitions).					

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PU 268.00	System should carry forward pertinent solicitation information to the bid tabulation file to reduce data entry.					
PU 269.00	System shall provide ability to post the bid tabulation to the State's Website, from within the ERP system, for public view.					
PU 270.00	System's security should provide the ability to allow only the Buyer or specified Purchasing people to view a bid and all associated information C1052that is under evaluation prior to award.					
PU 271.00	System should provide links to a vendor's information while viewing that vendor's response (e.g., vendor profile, tax payment status, etc.).					
PU 272.00	System provides "undo" and "redo" bid tabulation functionality.					
<b>Award and Notification</b>						
PU 273.00	System should provide the ability to automatically generate a Notice of Expiration to the appropriate buyer and identified vendors when quote is about to expire.					
PU 274.00	System shall facilitate award of purchase orders/contracts:					
PU 274.01	Single vendor award					
PU 274.02	Multiple listings to multiple vendors (i.e. one item to many vendors or multiple items to many vendors) with capability to modify					
PU 275.00	System should provide the ability, at the time of award, to:					
PU 275.01	Automatically create the appropriate encumbrance					
PU 275.02	Automatically liquidate any pre-encumbrance					
PU 275.03	Immediately print the PO at any printer available to the buyers (local printer or on the network) or email the PO to the vendor.					
PU 276.00	System should provide a mechanism for requesting and accepting multiple "best and final offers". That is, making an award at a price other than the offered price (for Professional Services Contracts).					
PU 277.00	System shall allow Buyer to designate bid award vendor(s) in the bid tabulation file based on total bid, by line item, or a combination thereof.					

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PU 278.00	System provides a quick, shorthand way to award all line items to a vendor without having to click on each line item individually (e.g., "award all" button on the screen, and an undo button).					
PU 279.00	System shall provide ability to generate an email notification to the party receiving an award.					
PU 280.00	System should alert purchaser if the responding vendor is not eligible for award, but does not prevent award.					
PU 281.00	System should provide ability to specify a date on which to notify the awarded vendor.					
PU 282.00	System should provide ability to specify a date on which to notify bidders that they were not selected, or to specify a number of days after notifying the awarded vendor to notify those that were not selected and notify the vendors not selected.					
PU 283.00	System shall provide ability to cancel an award and/or re-award line items or entire award from the original solicitation.					
PU 284.00	System provides the ability to track vendor protests from inception to conclusion and to suspend the procurement until the protest is resolved					
PU 285.00	System should provide the ability for vendors to view, via the Internet, posted information regarding awards (i.e., solicitation, tabulation, etc.) made within a user-defined period of time (e.g., within the past six months). Vendor should have the ability to view/search a listing of solicitation numbers and brief descriptions, then drill-down to view entire award.					
<b>Create PO / Contract</b>						
PU 286.00	System shall provide ability to initiate a PO process or award a contract from the bid process at the buyer's discretion (i.e., pass/use information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that should carry over to the PO/contract where applicable include:					
PU 286.01	The commodity code item number with system-generated description and additional descriptions, or description from the solicitation					

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PU 286.02	Unit price quoted by the vendor or updated calculation per the purchaser					
PU 286.03	Quantity (should be open-ended)					
PU 286.04	Line item extension/total					
PU 286.05	Accounting line information from the solicitation (or requisition if originating from a requisition)					
PU 286.06	Delivery Date					
PU 286.07	Delivery location					
PU 286.08	FOB Terms					
PU 286.09	Freight Terms					
PU 286.10	Payment terms					
PU 286.11	Bill To information					
PU 286.12	Purchaser point of contact information					
PU 286.13	Vendor name					
PU 286.14	Vendor number					
PU 286.15	Vendor point-of-contact information pulled from the vendor response					
PU 286.16	Manufacturer and part number input by vendor					
PU 286.17	Agency-specific reference number					
PU 287.00	Purchaser should provide ability to:					
PU 287.01	Insert vendor quoted delivery date or start and end of service dates by line item					
PU 287.02	Insert "best and final" price if different from offered price (for Professional Services Contracts)					
PU 287.03	Refine text from solicitation that does not apply to the PO					
PU 287.04	Select PO clauses					
PU 287.05	Attach files					
PU 288.00	System should provide ability to add line items not listed on the bid.					
PU 289.00	System should have a separate award and issue function. Upon inquiry, a user should be able to distinguish between an awarded PO and an issued PO.					

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PU 290.00	System should provide the ability to process a solicitation to the point of award (but not make the award) during one fiscal year, then make the award the next fiscal year.					
	<b>PURCHASE ORDERS</b>					
	<b>General</b>					
PU 291.00	System shall provide ability for agencies to define purchasers/buyers.					
PU 292.00	System should provide ability for authorized purchasers to initiate a PO for goods and services online, and to query on the status of such POs.					
PU 293.00	System should provide for assignment of a unique PO number through system-generated means.					
PU 294.00	System should provide ability to differentiate between service procurement transactions and commodity/supplies procurement transactions.					
PU 295.00	System should allow for the retrieval of default vendor information when creating new purchase orders.					
PU 296.00	System should capture and maintains buyer user-ID and displays buyer activity with dates.					
PU 297.00	System shall provide a listing of individuals authorized to sign the PO based on user-defined rules.					
PU 298.00	System shall provide an audit trail of purchase orders to the corresponding purchase requisitions, solicitation, receipts, invoices, and vouchers with forward and backward tracking and accessible via online queries.					
PU 299.00	System should provide ability to establish and maintain purchase lead-time standards.					
PU 300.00	System should provide the ability to capture a Vendor acknowledgment if required on a PO.					
PU 301.00	System shall provide the ability to capture receiving instructions and to carry instructions forward to the receipt (e.g., inspection required, quarantine, etc.).					
PU 302.00	System should update supply inventory records for quantity on order if purchase order line item is an inventory item.					



# FUNCTIONAL REQUIREMENTS MATRIX

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 303.00	System should provide the ability to capture a fixed asset indicator (determine whether commodity is an asset based on dollar amount and expenditure object code).					
PU 304.00	System provides the ability to drop the "asset" indicator that was established at the time a requisition was created if the associated PO amount is less than the user-specified dollar threshold, base on the State's business rules.					
PU 305.00	System should support ordering in negative and fractional quantities.					
PU 306.00	System should accommodate zero and negative unit price values.					
PU 307.00	System should provide ability to issue PO change orders online and transmit the new/changed PO to the vendor in the same process as the original PO.					
PU 308.00	System should maintain original and revised promised ship dates, prices, open quantities and "ship via" information (change order process).					
PU 309.00	System should maintain an audit trail of all purchase order changes, including the operator who initiates the change.					
	Header Elements					
PU 310.00	System shall maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional):					
PU 310.01	PO number					
PU 310.02	PO Change Notice revision number					
PU 310.03	PO date					
PU 310.04	Purchaser					
PU 310.05	Purchaser contact information (Phone #, Fax #, Email Address)					
PU 310.06	Purchaser Name, Phone #, and Email Address					
PU 310.07	Requested by					
PU 310.08	Origin of procurement request (Org. code & contact info)					
PU 310.09	Date encumbered					
PU 310.10	Encumbrance number					
PU 310.11	Requestor Name, Phone # and Email Address					

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PU 310.12	Confirming PO (yes/no)					
PU 310.13	Confirming PO Date					
PU 310.14	Requested/scheduled delivery date's (if consistent across lines)					
PU 310.15	Type of procurement transaction (term contract, open market, emergency, etc.)					
PU 310.16	Purchase Category Code (code should carry forward to the voucher)					
PU 310.17	Shipping Address (if consistent across lines)					
PU 310.18	Delivery instructions (if consistent across lines)					
PU 310.19	Invoice/Billing address (if consistent across lines)					
PU 310.20	Payment terms					
PU 310.21	Requisition Number (if consistent across lines)					
PU 310.22	Solicitation Number (if applicable)					
PU 310.23	Vendor Name & Address					
PU 310.24	Vendor Number					
PU 310.25	Vendor Tax Information (FEIN, sales tax, etc.)					
PU 310.26	Small/Minority-owned Status (ethnicity and gender)					
PU 310.27	"Approved By" fields, to include: "Budget approved by", "Order approved by", and "Received by", along with electronic signature					
PU 310.28	Comment fields (multiple) with indicator designating internal or external comments (i.e., internal - only seen by buyers; external - printed on PO to be seen by Vendor)					
PU 311.00	System should provide for standard comments that should be selected and included on the PO					
PU 311.01	Reference field					
PU 311.02	Contract Number					
PU 311.03	PO total					
PU 311.04	General Terms					
PU 311.05	Vendor Acknowledgement required (yes/no)					
PU 311.06	Purchase Order Terms and Conditions (may be different based on the agency)					

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PU 311.07	Type of award (low bid, best value, etc)					
PU 311.08	Cancel flag (including user who canceled)					
PU 311.09	PO Status Indicator					
	Commodity Lines					
PU 312.00	System shall maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional):					
PU 312.01	Line number (should be sequential and accommodate up to 99,999 lines items per PO)					
PU 312.02	Quantity Requested					
PU 312.03	Quantity Ordered					
PU 312.04	Text field (to record reason for any difference between quantity requested and quantity ordered)					
PU 312.05	Unit of measure					
PU 312.06	Unit price					
PU 312.07	Total Line amount					
PU 312.08	Item description					
PU 312.09	Commodity code					
PU 312.10	Manufacturer's name					
PU 312.11	Manufacturer's part number					
PU 312.12	Conversion factor (e.g., cases to boxes)					
PU 312.13	FOB Terms					
PU 312.14	Freight/Shipping charges					
PU 312.15	Tax					
PU 312.16	Accounting data elements at a sub line-item level					
PU 312.17	Multiple distinct fields (requirement covered in General - Accounting section)					
PU 312.18	Ability to split line charges to multiple cost-centers/distributions					
PU 312.19	Requisition number (carried forward from the Req or Solicitation)					

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PU 312.20	Solicitation Number (if applicable; carried forward from the Solicitation)					
PU 312.21	Invoice/Billing address (if entered at header level, value should default to lines)					
PU 312.22	Shipping address (if entered at header level, value should default to lines)					
PU 312.23	Delivery instructions (if entered at header level, value should default to lines)					
PU 312.24	Contract number					
PU 312.25	Recycled goods indicator					
312.26	Recycled goods percentage					
PU 312.27	Hazardous material indicator					
PU 312.28	Comment fields (multiple) with indicator designating internal or external comments (i.e., internal - only seen by buyers; external - printed on PO to be seen by Vendor)					
<b>Create Purchase Orders</b>						
PU 313.00	System shall have multiple line items per purchase order with capability for one / multiple delivery schedules per line printed on purchase order.					
PU 314.00	System shall provide the ability to create purchase orders from requisitions, solicitations, and contracts. Information from documents should carry forward to the PO.					
PU 315.00	System should support user creation of PO by copying an existing PO, editing and saving with a new PO ID.					
PU 316.00	System should provide a point and click interface to select the requisition lines to carry forward to the PO being generated.					
PU 317.00	System should provide ability to:					
PU 317.01	Create a single purchase order with line items from a single purchase requisition/solicitation					
PU 317.02	Create a single purchase order with line items from multiple purchase requisitions/solicitation					

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PU 317.03	Create multiple purchase orders with line items from a single purchase requisition/solicitation					
PU 317.04	Create multiple purchase orders with line items from multiple purchase requisitions/solicitation					
PU 318.00	System should provide ability to add supplemental lines to an existing PO.					
PU 319.00	System should generate a purchase order (on an exception basis) without first processing a purchase requisition based on agency business rules for authorized users.					
PU 320.00	System shall provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional):					
PU 320.01	The commodity code item number with system generated description and additional description					
PU 320.02	Requisition and/or solicitation number					
PU 320.03	Unit price quoted by the vendor					
PU 320.04	Unit of measure					
PU 320.05	Quantity					
PU 320.06	Accounting information from the requisition or solicitation					
PU 320.07	Delivery location					
PU 320.08	Delivery instructions					
PU 320.09	Bill to information					
PU 320.10	Purchaser point of contact information and purchaser number (assigned by each agency)					
PU 320.11	Vendor point of contact information pulled from the vendor response					
PU 320.12	Manufacturer and part number input by vendor					
PU 320.13	Agency specific reference number					

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PU 321.00	When user secures bids, the system should provide the users the ability to enter the percent and type (from a standard drop-down list) of recycled content for each PO line item for the commodities for which recycled content information is required.					
PU 322.00	System should provide agency defined and maintained edit checks and validations at the order level including, but not limited to, the following:					
PU 322.01	Valid account coding distribution					
PU 322.02	Valid commodity code					
PU 322.03	Proper level of approval					
PU 322.04	Invalid or incomplete required fields					
PU 323.00	System should allow entry of payment terms other than the vendor standard on the purchase order.					
PU 324.00	System shall provide ability to determine volume discounts from a contract or agreement (at line item and/or total level).					
PU 325.00	System shall provide ability to change purchase order commodity ordered – description, part, class, quantity, unit of measure, dollars, vendor, account, with proper authority.					
PU 326.00	System shall provide the ability to post the purchase order award (full and partial) to the State's Website, from the ERP application, if over a specified dollar amount. Posting should be linked to the solicitation number (if applicable).					
PU 327.00	System should provide purchasers the ability to:					
PU 327.01	Insert vendors quoted delivery date or start and end of service dates					
PU 327.02	Insert "best and final" price if different from offered price					
PU 327.03	Refine text from solicitation that does not affect propriety of award					
PU 327.04	Add/Select PO clauses and carry forward clauses from the requisition or solicitation					
PU 327.05	Attach files					
PU 327.06	Designate attached files as internal (agency use only) or external (distributed to the vendor upon PO issuance)					

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PU 327.07	Look-up PO by requisition number, solicitation number, PO number, agency, department, user, vendor name vendor ID					
PU 327.08	Cancel PO for re-award (resource from original solicitation)					
PU 327.09	Designate as being a payment/credit card payment					
	<b>Purchase Orders Issuance</b>					
PU 328.00	System employs the following technology for order issuance:					
PU 328.01	EDI					
PU 328.02	Hard copy					
PU 328.03	Facsimile					
PU 328.04	Email					
PU 328.05	Direct supplier interface via XML					
PU 329.00	System shall allow on-line and batch printing of purchase orders.					
PU 330.00	System shall provide ability to reprint hard copy of purchase orders and change orders when required.					
PU 331.00	System should provide the ability to print "Original" on the original PO, then "Duplicate" on reprints. However, the system should permit properly authorized user to reprint an "Original" PO.					
PU 332.00	System shall provide the ability for users to print all or selected attachments from within the application.					
	<b>PO Accounting</b>					
PU 333.00	System should provide ability to define auto-distribution rules and apply to the PO, using standard, user-defined distribution code.					
PU 334.00	System should create and process individual POs under an existing encumbrance (releases against encumbered blankets).					
PU 335.00	System should generate the appropriate accounting entries based on the PO change notice, including but not limited to increasing or decreasing the encumbrance.					
PU 336.00	System should provide ability to setup standard auto-close parameters, based on dollar amount remaining and last activity.					

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PU 337.00	System should automatically close a purchase order when all commodities/services are received and the final invoice is paid. System should provide option to liquidate remaining/outstanding encumbrance, if applicable.					
PU 338.00	System should provide the ability to carryover open purchase orders to the following fiscal year.					
PU 339.00	System shall provide ability to close or adjust a purchase order without receiving merchandise.					
PU 340.00	System should allow a PO to be charged to an accounting area other than that of the associated Requisition, with proper authority. Requisition liquidations should be based on the original pre-encumbrance.					
PU 341.00	System should provide ability to adjust or cancel a purchase order and generate appropriate corrections to the agency's financial management system for the financial impact (e.g., returns).					
PU 342.00	System should provide ability to establish user-defined tolerances (e.g., a percentage or a specified dollar amount) whereby a purchase order amount may exceed or be below the purchase requisition and still be processed, provided sufficient spending authority exists; the tolerance functionality should be optional.					
PU 343.00	System should provide the capability to reopen a purchase order if the purchase order was closed in error (with appropriate security procedures).					
<b>GOODS AND SERVICES RECEIPT</b>						
PU 344.00	System shall allow for decentralized recording of the receipt of goods and services and shall provide for the receipt of goods and services to be recorded online on an electronic receiving report by authorized personnel, resulting in an immediate update of the purchase order status to reflect the receipt of goods.					
PU 345.00	System should provide ability to accept, process, and report/inquire on over and under receipts.					
PU 346.00	System should provide the ability to capture the following receipt information:					
PU 346.01	Receiving Report Number (system-generated)					



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PU 346.02	Receiving Report Date					
PU 346.03	Receiver User-ID					
PU 346.04	Receiver Name					
PU 346.05	Receiver phone number					
PU 346.06	Receiver email address					
PU 346.07	Purchase order number					
PU 346.08	Requisition number					
PU 346.09	Requisition line number					
PU 346.10	Vendor ID					
PU 346.11	Vender name and address					
PU 346.12	Small/Minority-owned Status (ethnicity and gender)					
PU 346.13	PO line number					
PU 346.14	PO line quantity					
PU 346.15	PO Unit of measure					
PU 346.16	Commodity code of item or service					
PU 346.17	Line description					
PU 346.18	Accounting/funding information					
PU 346.19	Quantity received					
PU 346.20	Quantity rejected					
PU 346.21	Reason for rejection					
PU 346.22	Quantity accepted					
PU 346.23	Quantity backordered					
PU 346.24	Condition					
PU 346.25	Receiver comments					
PU 347.00	System should provide the ability to receive advanced shipment notices from the vendors electronically.					
PU 348.00	System should provide the ability to receive packing-slip information electronically from vendor, and have the information fed into the receiving document in the system.					

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PU 349.00	System shall carry forward specified data captured on the purchase requisition and purchase order to the receiving report to reduce data entry, but also provide the ability to require receivers to key certain data items (e.g., physical count) from the receiving ticket.					
PU 350.00	System shall provide ability to record multiple receipts against one PO or PO line.					
PU 351.00	System should provide a method to reverse a receipt transaction and reverse all other actions triggered by the original receipt.					
PU 352.00	System should provide ability to capture (among other things) lot number, serial number, asset tag number, and expiration date at time of receipt.					
PU 353.00	System shall provide ability to trigger Accounts Payable process based upon receipt of receiving report information.					
PU 354.00	System should provide the ability to perform unit of measure conversion from purchased unit of measure to stocked / delivered unit of measure.					
PU 355.00	System should provide the ability for receivers to select outstanding purchase orders, by vendor enabling the selection of the correct PO for receipt.					
PU 356.00	System should provide the ability to flag purchases for fixed asset upon receipt of good.					
PU 357.00	System shall provide the ability for receivers to view receiving instructions on receipt (e.g., inspections required, quarantine, etc).					
PU 358.00	System should provide ability to audit receiving data by user id, date, time, etc.					
PU 358.01	Compliance with delivery requirements					
PU 358.02	Condition of goods					
PU 358.03	Rejection of goods					
PU 358.04	Over and under shipments					
PU 358.05	Commodity substitutions					
PU 359.00	System should support bar-code technology to be used to capture receipt information. System would need to provide the ability to cross-reference the State's commodity-coding structure to UPC codes).					

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PU 360.00	System should provide ability to enter a shipment tracking number by carrier and determine the status of the shipment.					
	<b>VENDOR INVOICE</b>					
PU 361.00	System should support electronic capture of vendor invoice information. Vendor invoice entry/maintenance should be provided via an invoice entry screen. Invoice entry screen will utilize Web technology to minimize the need for desktop hardware upgrades.					
PU 362.00	System should provide for electronic invoice acceptance via XML or EDI.					
PU 363.00	System should generate detailed exception reports for invoice rejections.					
PU 364.00	System should allow the entry of hard-copy invoices and tracks the agency for compliance with the prompt payment act (payment w/in 45 days of invoice or service performed, whichever is later).					
PU 365.00	System shall carry forward pertinent purchase order receipt data to the invoice entry screen to reduce data entry and allow for entry of invoice data required for matching/payment processing.					
PU 366.00	System should capture the following invoice information:					
PU 366.01	Invoice number					
PU 366.02	Invoice date					
PU 366.03	Invoice received date					
PU 366.04	Invoice due date					
PU 366.05	Purchase order number					
PU 366.06	PO Date					
PU 366.07	PO line number					
PU 366.08	Vendor name					
PU 366.09	Vendor number/mail code (updateable based on remit-to address)					
PU 366.10	Invoice line item number					
PU 366.11	Quantity invoiced					
PU 366.12	Quantity received					
PU 366.13	Quantity ordered					

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PU 366.14	Quantity returned					
PU 366.15	Received/Service Date					
PU 366.16	Previous quantity invoiced					
PU 366.17	Unit of measure					
PU 366.18	Line Item description					
PU 366.19	Unit cost					
PU 366.20	Line item total cost					
PU 366.21	Invoice total cost					
PU 366.22	Payment terms					
PU 366.23	Discount date					
PU 366.24	Freight					
PU 366.25	Freight terms					
PU 366.26	Account distributions					
PU 366.27	Warrant number (able to drill-down to see all invoices paid by the warrant)					
PU 366.28	Warrant amount					
PU 366.29	Warrant date					
PU 366.30	ACH number (able to drill-down to see all invoices paid by the ACH transaction)					
PU 366.31	ACH amount					
PU 366.32	ACH date					
PU 366.33	Comment/memo field that can be printed on warrant or passed to ACH transaction					
PU 366.34	Comment/memo field for internal purposes only					
PU 367.00	System should provide ability to process multiple journal vouchers against a single invoice/voucher.					
PU 368.00	System should provide ability to track disputed invoices electronically.					
PU 369.00	System should provide ability to document comments and resolution to disputes.					
PU 370.00	System shall provide ability to process multiple invoices against a single PO.					

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PU 371.00	System shall provide ability for users to flag and date disputed invoices, as well as add comments.					
PU 372.00	System shall provide ability to capture and process credit memos.					
PU 373.00	System should allow for distribution of one or more invoice lines to multiple account distributions. should include ability to auto-distribute account distributions.					
PU 374.00	System should provide ability for vendors to generate an invoice based on the purchase order and the quantity/amount received (e.g. "PO Flips").					
	<b>MATCHING</b>					
PU 375.00	System should provide an optional automated matching process and flexibility to determine whether a two-way, or three-way match is required and the documents required to be processed:					
PU 375.01	Purchase order, invoice and receiving report					
PU 375.02	Purchase order and receiving information					
PU 376.00	System should provide a successful match if all match criteria are met, and generate a transaction to the Accounting module to liquidate the encumbrance and establish a voucher payable.					
PU 377.00	System should provide for establishing optional user-defined tolerances (percent and dollar), controlled by commodity, whereby an invoice amount may differ from the purchase order and still be processed provided sufficient budget availability and approval authority exists; the tolerance functionality should be optional.					
	<b>PAYMENT REQUEST INFORMATION</b>					
PU 378.00	System should allow for the release of payment request information to Accounts Payable module.					
PU 379.00	System should provide the ability to establish edits to ensure that descriptive/legal text is entered.					
PU 380.00	System should provide ability to automatically calculate payment discounts based on vendor invoice terms and pay date.					
PU 381.00	System should provide the ability to capture due date and discount date.					

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PU 382.00	System should provide ability to enter and process net and discount payment terms (user defined).					
PU 383.00	System should provide edits to ensure duplicate invoices are not processed from the same vendor (i.e., unique vendor ID, invoice number, invoice line number, invoice date combination).					
PU 384.00	System should allow agencies to enter the invoice to one vendor and make the payment to another vendor.					
PU 385.00	System should allow payment to be charged to an accounting area other than that of the associated PO with proper authority. PO liquidations should be based on the original encumbrance.					
PU 386.00	System should allow standard comments to be entered into payment requests from list box with ability to add/change the comment.					
<b>PROCUREMENT CARD (PAYMENT CARD) PROCESSING</b>						
PU 387.00	System shall support entry of P-card as a form of payment for items ordered via the eProcurement system (e.g., catalogs, spot purchases, etc.) and be able to control amounts and usage by agency, commodity, and individual.					
PU 388.00	System should provide the ability to capture key accounting classification data at time of order for subsequent matching to file received from bank.					
PU 389.00	System should provide method for tracking the P-card procurement vendor ID and small business/minority-owned business status.					
<b>REPORTING / QUERYING</b>						
PU 390.00	System should provide ability to track and report contract operations over several different periods including State, federal, or other user-defined periods.					
PU 391.00	System should provide the ability to report the percent of recycled content of purchases by item code, by date range, and by agency.					
PU 392.00	System should provide the ability to report Small and Minority-owned business bid participation by pre-identified criteria.					
PU 393.00	System tracks, reports, and inquires on vendor performance against standards.					
PU 394.00	Solicitations, requisitions, purchase orders, contracts, receivers, and pick ticket discrepancies can be printed on demand					

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PU 395.00	System enables users to report/display the status of their requisitions (i.e., P.O., receipt, etc.).					
PU 396.00	System can access on-line Administration Manuals – policies, procedure, ordinances: maintained on system.					
PU 397.00	System provides real-time look-up regarding status of any procurement transaction showing detailed history information.					
PU 398.00	System can report on Buyer workload and performance.					
PU 399.00	System provides the ability to maintain and report/inquire on usage statistics on all commodities ordered and purchased, subject to user-defined parameters.					
PU 400.00	System provides the ability to display/report the amount a specified agency has purchased against a specified statewide contract within a user-specified date range.					
PU 401.00	System tracks fiscal and calendar year activity by vendor, by commodity, and by department or agency.					
PU 402.00	System can produce a listing of vendors by status (e.g., debarred vendors, small and minority-owned businesses, etc.) by any parameters given.					
PU 403.00	System provides the ability to maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:					
PU 403.01	Commodity type					
PU 403.02	Small and minority-owned business					
PU 403.03	Demographics					
PU 403.04	Type of purchase (e.g., emergency, sole source, etc.)					
PU 404.00	System provides the ability to display/report amounts spent with Small and Minority-owned businesses (vendor, dollar amount, PO number, date) for user-specified date ranges.					
PU 405.00	Ability for users to look-up vendors based upon commodity code and vice versa.					
PU 406.00	Process to provide a cross-reference of various supplier's products by commodity area.					
PU 407.00	System provides the ability to print electronic signatures on POs that are printed.					

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T = Third-Party

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 408.00	System has the ability to capture and report specific details of contract's use (e.g., office to which temporary personnel is assigned, dates of service, etc.)					
PU 409.00	System has sophisticated search technologies that can be used to associate requisitioned item with commodities in the commodity database, and with commodities included in agreements, along with the vendors that provide the commodities.					
PU 410.00	System provides the ability to produce standard and ad hoc reports on participation and results by various types of businesses (e.g., on small and minority-owned, non-profit, etc.)					
PU 411.00	System provides the ability to produce a report of vendor-protest activity and outcomes to be sent to the Board of Standards monthly.					
PU 412.00	System provides the ability to display vendors color coded according to their status.					
PU 413.00	System provides the ability to list contract expiration dates.					
PU 414.00	System provides the ability to list purchases against specified contracts (list POs and be able to drill-down to view the PO details).					
PU 415.00	System provides the ability to list available amount left on contracts.					
PU 416.00	System should provide the ability to run a report that compares the debarred vendors on the system with the active vendors on the system (e.g., check VIN, Social Security Number, etc.) to see whether a debarred vendor is registered under a different name.					
PU 417.00	System should provide the ability to display/print solicitation activity for a selected vendor to include:					
PU 417.01	Identification number of each solicitation sent					
PU 417.02	Date each solicitation was sent					
PU 417.03	Method by which each solicitation was sent (email, postal service, etc.)					
PU 417.04	Response to each solicitation: bid, no bid, late bid					
PU 418.00	System should provide the ability to generate a report that will help detect the use of "split" invoicing performed to circumvent purchasing policy requirements. Parameters for the report would include: timeframe, dollar amount, vendor, commodity, agency, requestor, etc.					



## FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Purchasing

**Vendor Response Codes:**

S = Standard Function ("Out-of-the-Box")

M = Modification Required

C = Custom Report/Inquiry

N = Cannot Meet Requirement

T = Third-Party

Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
PU 419.00	Just before solicitation documents are to be printed for a selected number of bidders on the bid list, the system should indicate the number of pages that are about to be printed, allowing the user to continue with the printing or to cancel.					